

## CITY OF DANIA BEACH CITY COMMISSION CHARITABLE DONATION POLICY

A Donation Review Committee, comprised of the Assistant City Manager, Recreation Director, Director of Finance, Chairperson of the Parks, Recreation and Community Affairs Advisory Board, and the Chairperson of the Marine Advisory Board, shall solicit, review, investigate, evaluate and, as a body of the whole, make recommendations regarding the annual allocation and payment of charitable donation appropriations provided within the approved City budget. In the absence of any member of the Committee, the Assistant Finance Director or Controller may serve as an alternate. The Committee recommendations will be provided to the City Manager for final review and written approval prior to any donation payment being made.

The Donation Review Committee shall solicit donation requests from Charitable Organizations on an annual basis. The solicitation will be done in April with an understanding that all charitable requests be submitted to the City Finance Department by May 15<sup>th</sup>, so as to include them for consideration in the Manager's annual budget recommendation. The Review Committee shall send annual written solicitation notices only to those organizations that received charitable funding from the City in the prior year.

The Donation Review Committee recommends that Charitable Donations pertain only to money payments made from the City to Charitable Organizations that are qualified by IRS exemption (501-C3 and the like) having no affiliations to religious entities or City business. City support of Charitable Organizations will further be restricted to those organizations providing services to persons and families that are financially and/or physically unable to provide for themselves. A further consideration of support shall be direct benefits or services provided by Charitable Organizations to residents of Dania Beach. Charitable Donations of cash by the City will not be considered for business, athletic, civic and social groups. In-kind services and use of public facilities by Charitable Organizations may be considered separately through the City's Recreation Department.

Solicitations for donations made to the City Commission during a public meeting shall be referred to the Review Committee for consideration and compliance with this policy.